**Sr. PM Cohort Project Team Charter**

**1. Purpose and Key Responsibilities**

What is our purpose; why do we exist?

* 1
* 2

What are our key responsibilities as a team?

* 1
* 2
* 3

What are others counting on us to do?

* 1
* 2
* 3

**2. Vision**

What do we want to accomplish, achieve, or create as a team?

* 1
* 2
* 3

What will be the impact of our collective efforts?

* 1
* 2
* 3

**3. Values**

What are the most important values that we will adopt to guide our actions and decisions as a team?

* 1
* 2
* 3

What are the specific behaviors that describe each value?

* 1
* 2
* 3

**4. Goals**

What are our shared team goals and deliverables?

* 1
* 2
* 3

How will we measure success?

* 1
* 2
* 3

**5. Roles and Responsibilities**

What are our individual skills and functional areas of responsibility?

***Team Roles***

* 1
* 2
* 3

***Project Roles***

* 1
* 2
* 3

***Team Skills Inventory***

**Person**

*Strengths:*

* 1
* 2
* 3

*Opportunities*:

* 1
* 2
* 3

**Person**

*Strengths:*

* 1
* 2
* 3

*Opportunities*:

* 1
* 2
* 3

**Person**

*Strengths:*

* 1
* 2
* 3

*Opportunities*:

* 1
* 2
* 3

**6. Mutual Expectations**

What specific behaviors do we want and expect of each other

* 1
* 2
* 3

What behaviors would negatively impact our working relationship?

* 1
* 2
* 3

What is the best way to give each other feedback?

Team Member Feedback Preferences:

**7. Operating Procedures**

***Team Meetings***

How often will we meet? For how long? When and where?

* 1
* 2
* 3

How will we develop meeting agendas?

* 1
* 2
* 3

Who will lead or facilitate our meetings?

* 1
* 2
* 3

How will we keep track of our decisions and agreed-upon actions?

* 1
* 2
* 3

***Communication***

What is the best way to communicate with each other and keep each other informed?

* 1
* 2
* 3

Alternate Contact Information

How quickly do we agree to return phone calls/emails?

* 1
* 2

How and what will we communicate to our key stakeholders?

* 1
* 2
* 3

***Decision-Making***

What will be our primary decision-making method?

* 1

What decisions will we make on our own?

* 1

What decisions will require agreement among all team members?

* 1

***Conflict***

How will we resolve disagreements?

* 1
* 2

How will we handle if we do not follow through on agreements?

* 1
* 2

***Reflection***

How and when will we review and evaluate team performance?

* 1
* 2
* 3